



CITY OF MIAMI SPRINGS, FLORIDA

Re-Occupancy Certification Process Chapter 102 of Code & Resolution # 2002-3189

Chpt. 102.01 (C) (1) It shall be unlawful for anyone to buy, sell or otherwise convey any single family home within the City without first obtaining a Re-Occupancy Certificate from the Department of Building, Zoning and Code Enforcement. This certificate will state that the premises has been inspected and that it has been found to be in compliance with the single family residential occupancy regulations of the City Code and that the building is being used for single family residential purposes only.

- (2) This section states that it will be the responsibility of the owner/seller to disclose in writing to a prospective buyer that the Re-Occ. Cert. is required prior to closing.
- (3) The owner/seller is responsible for applying for the Certificate (\$50).
- (4) The City will make the inspection of the premises within ten (10) days of receipt of the application and fee. If the premises fails inspection, the owner/seller will be given the reason(s) in writing for the failure and a course of action needed to correct the violation. The owner/seller may appeal this failure notice to the City manager within five (5) days of receipt of same.
- (5) When the violations are corrected, the owner/seller must apply for a re-inspection. (\$25)
- (6) The Certificate is good for 45 days. Should the property fail to close within that time, a one-time 45-day extension may be granted for an additional fee (\$25). If the property transfer is not completed within this 90 period, the owner/seller must repeat the application process (step #3 above) and pay all applicable fees.
- (7) Upon closing, the Re-Occ. Cert. shall be recorded in the Public Records of Miami-Dade County along with all other documents of conveyance.

(D) Failure to Comply: Failure to comply with this Code section will place the subject property in a "Non-conforming" property status and shall become subject to all restrictions and limitations as set forth in the Code for such structures.

(E) Information Secured: Any information or observations secured while inside the premises shall NOT be used to initiate any further code violation citations.

(F) Warranty: This Certificate shall not be construed as a warranty for any structural, electrical, plumbing or mechanical issues or any other technical code provisions adopted by the City.

(G) Notice: All City responses to requests for lien or estoppel information regarding any single family residential property shall contain a notice regarding this Code and the requirement of the Re-Occ. Cert. prior to conveyance of the property.

CITY OF MIAMI SPRINGS
APPLICATION FOR A CERTIFICATE OF
RE-OCCUPANCY INSPECTION

Address: _____ Folio # _____

Person to contact for inspection: _____

Telephone # _____ Date of Application: _____

Cellular # _____ Beeper # _____

Buyer's Name(s) _____
(If known) (Print Clearly)

Seller's Name(s) _____
(Print Clearly)

Existing Zoning _____ Legal Description _____

THE BUILDING MAY ONLY BE LEGALLY OCCUPIED AS A SINGLE FAMILY RESIDENCE.

A RE-OCCUPANCY CERTIFICATE SHALL NOT CONSTITUTE ANY REPRESENTATION OR WARRANTY AS TO THE CONDITION, OR ANY ASPECT OF SUCH CONDITION, OF THE SUBJECT PREMISES, FOR WHICH THE CERTIFICATE WAS ISSUED. THE CITY REVIEW AND INVESTIGATION MADE IN CONNECTION WITH THE ISSUANCE OF ANY RE-OCCUPANCY CERTIFICATE IS NEITHER A STRUCTURAL, ELECTRICAL, PLUMBING, MECHANICAL OR ANY OTHER SUBSTANTIVE INSPECTION OF THE STRUCTURE ON ANY PROPERTY AND DOES NOT REPRESENT THAT THE PREMISES CONFORMS TO THE REQUIREMENTS OF THE CODE OF ORDINANCES, INCLUDING, BUT NOT LIMITED TO, THE BUILDING AND TECHNICAL CODE PROVISIONS ADOPTED BY THE CITY.

INTERESTED PERSONS ARE ADVISED AND ENCOURAGED TO OBTAIN A PRIVATE INSPECTION OF THE PREMISES IN ORDER TO DETERMINE THE CONDITION THEREOF.

ATTENTION

THE CITY CODE ALLOWS UP TO 10 DAYS FROM THE DATE OF THIS APPLICATION TO COMPLETE THE INSPECTION. PLEASE FILE YOUR APPLICATION ACCORDINGLY.

**CITY OF MIAMI SPRINGS
CERTIFICATE OF RE-OCCUPANCY
DISCLOSURE STATEMENT**

Address: _____	Folio #: _____
Buyer's Name _____	Telephone# _____
Co-Buyer's Name _____	Cellular # _____
	Beeper # _____
Seller's name _____	Telephone # _____
Co-Seller's Name _____	Cellular # _____
	Beeper # _____

The Seller does hereby disclose to the Buyer that a Certificate of Re-Occupancy is required according to the **CITY OF MIAMI SPRINGS, FLORIDA, CODE SECTION 102**.

CITY OF MIAMI SPRINGS, FLORIDA, CODE SECTION 102 provides that a Certificate of Re-Occupancy, if issued, shall state that the City has inspected the dwelling and determined that the dwelling complies with the residential occupancy regulations of the zoning district on the property wherein the dwelling unit is located.

Seller's Signature:

Print Name: _____
Date Signed: _____

Sworn to and subscribed before me by: _____ who is
Personally known to me: _____ or
Produced ID #: _____
This _____ day of _____ 20__.

Notary's Signature _____

Notary's printed name, stamped or typed _____

Co-Seller(s) Signature:

Print Name: _____
Date Signed: _____

Sworn to and subscribed before me by: _____ who is
Personally known to me: _____ or
Produced ID #: _____
This _____ day of _____ 20__.

Notary's Signature _____

Notary's printed name, stamped or typed _____

Buyer's Signature:

Print Name: _____
Date Signed: _____

Sworn to and subscribed before me by: _____ who is
Personally known to me: _____ or
Produced ID #: _____
This _____ day of _____ 20__.

Notary's Signature _____

Notary's printed name, stamped or typed _____

Co-Buyer(s) Signature:

Print Name: _____
Date Signed: _____

Sworn to and subscribed before me by: _____ who is
Personally known to me: _____ or
Produced ID #: _____
This _____ day of _____ 20__.

Notary's Signature _____

Notary's printed name, stamped or typed _____

THIS FORM MUST BE COMPLETED AND PRESENTED TO THE INSPECTOR BEFORE A CERTIFICATE OF RE-OCCUPANCY CAN BE ISSUED. IF THE NAME(S) OF THE BUYER(S) ARE NOT KNOWN AT TIME OF INSPECTION, THEN THIS FORM MUST BE COMPLETED PRIOR TO CLOSING AND PRESENTED TO THE CITY. A COPY OF THE PROPERTY LEGAL DESCRIPTION MUST BE ATTACHED HERETO BY THE SELLER.

Tree Inventory Form
Miami Springs

The diagram shows a large rectangular property boundary. Inside, a smaller rectangle is labeled 'HOUSE'. To the right of the house, there are three horizontal arrows pointing left, labeled 'Rear Yard' (top), 'Side Yard' (middle), and 'Front Yard' (bottom).

Please Show all trees on property. Mark tree locations with an X and number all of the X's then list the trees to the right by number and the approximate size of the tree.

Owner's Name: _____

Address: _____

Date: _____

Tree Number	Tree Type	Approximate Size
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____